



# **Manual of Guidance for Youth League Match Officials**

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# FOREWORD

We are pleased that you have been accepted to serve as a Referee or Assistant Referee on the **Thurlow Nunn Football League's** Youth Division. By accepting the invitation to serve, there are certain commitments that have to be made on your part and in return you will receive the full support of the League, who will provide you with training, development assistance and full support.

As many of you are already aware, officiating on the Thurlow Nunn Eastern Counties Youth League signals a big step in your refereeing career and represents many changes as a Referee or Assistant Referee. Clubs at this level have enclosed grounds, the skill factor is often better and there is a paying attendance.

These factors bring with them certain responsibilities on your part. The Thurlow Nunn Football League expects that your standard of administration and communication will be of the highest level. You will also be expected to conduct yourself, on and off the field of play, in an exemplary and professional manner.

This booklet is designed to be a point of reference for you in your role as a Thurlow Nunn Youth League Match Official. You are strongly advised to take note of its content and regularly revisit it. By doing so, you will be in a position to approach each appointment with confidence, ensuring that you achieve the maximum performance level possible.

The following email received by the League highlights some of the benefits of officiating on the League:

*"Many thanks on a great three months since I joined the League as an official. I have had some great appointments on the line and in the middle and a great experience with some top officials and the feedback from them has been great too, so thanks for giving me the chance to do so. I have felt that I have learnt the most this season on this League working in teams of three and how it works.*

*I would love to officiate on this League again next season so please consider me as an official for 2017/18."*

Finally, we trust that you will enjoy your time officiating at this level of the game. Never hesitate at any time to contact any of us if you have any concerns or questions.

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## 1. Introduction

This Manual of Guidance is designed to assist Match Officials who officiate on the Thurlow Nunn Youth Football League.

It is not a definitive document but aims to provide advice and guidance on issues that Match Officials may encounter at this level of football. If, after consulting this document, you have still not been able to find the solution to your problem you are strongly urged to contact the officers of the League.

## 2. Order of Precedence

The Football Association **Regulations for the Registration and Control of Referees** sets an “Order of Precedence” of appointments for Referees and Assistant Referees, which is as follows:

- (1) The FA Challenge Cup Competition
- (2) The FA Premier League
- (3) The Football League
- (4) The FA Challenge Trophy Competition
- (5) The FA Challenge Vase Competition
- (6) Affiliated Association County Cup Competitions  
*Affiliated Association appointments only take precedence over Panel Leagues, the FA Youth and FA County Youth Challenge Cup Competitions, Contributory League and Supply League appointments if the appointment is in the Affiliated Association’s nominated Senior Cup Competition or in the Semi-Final and/or Final of any other Affiliated Association Competition whether the appointment is as a Referee or an Assistant Referee.*
- (7) The Panel Leagues
- (8) The FA Youth and FA County Youth Challenge Cup Competitions and FA Women’s Cup 4<sup>th</sup> Round and above
- (9) Contributory Leagues (recognised divisions only) [Thurlow Nunn Premier Division], National League Systems Cup and FA Sunday Cup
- (10) FA Women’s Super League and Cup
- (11) Supply Leagues (recognised divisions only) [Thurlow Nunn Division One]
- (12) FA Women’s :Premier League and Cup
- (13) Senior County Leagues
- (14) Intermediate County Leagues
- (15) FA Women’s Cup prior to 4<sup>th</sup> Round
- (16) Women’s Combination League and Cup
- (17) Women’s Regional League and Cup
- (18) County Junior Leagues
- (19) County Women’s Leagues and Cups
- (20) All other Competitions, including Youth Competitions

### 3. Personal Details

Your personal details will be held by the League on a computer system. The League Secretary is responsible for holding and maintaining this information. If any of your personal details change, even if it is a temporary change, you are required to inform the Referees' Administration Officer immediately that change is known. This must be carried out in writing (by post or e-mail). This is particularly important in respect of address or contact telephone number changes, as well as new e-mail addresses.

### 4. Communication

#### 4.1 Electronic

As the world of communication develops, more people have access to an e-mail address. The League has the ability to conduct much of its business by this form of electronic transmission. However, there are some words of caution in respect of the use of e-mails.

- Only use an e-mail address that you have constant access to.
- Do not provide an address which emanates from an occasional visit to an Internet Café.
- Ensure that you type the address correctly before sending the message.
- If your e-mail account has an auto-acknowledge facility ensure this is activated to receive an acknowledgement from the recipient. If you have not received an acknowledgement within 48 hours either re-send the transmission or, if urgent, seek some other means of communication.
- Similarly, if your e-mail requires a response, follow it up if a response is not received within 48 hours.
- If you ever suspect that a virus has corrupted your computer, cease sending e-mails until you can guarantee the integrity of your equipment.
- Do not use e-mail addresses that give the impression that you have a cavalier or flippant attitude to your role of referee (e.g. [redcardrichards@aol.com](mailto:redcardrichards@aol.com) is not acceptable). Remember, Club Secretaries see these e-mail addresses.
- The League will not accept the sending of inappropriate e-mails to any of its addresses.

#### 4.2 Communicating by Telephone

Communication by telephone should be kept to an absolute minimum. The telephone should only be used in an emergency and as a last resort.

If you leave an answer phone message, ensure that you apply the basic ABC principles of communication:

A Accurate      B Brief      C Clear

Under no circumstances will mobile telephone message texting services be an acceptable form of communication with the League.

### 4.3 Communicating with Clubs

Clubs will communicate with you to provide you with confirmation of appointments. This will normally be conducted via e-mail as the Club will be required to provide you with details of the location of their ground, usually in the form of a map.

The home club shall advise the match officials of the date and time of kick-off of each match, to be received at least five days prior to the match, and the visiting club and the match officials must acknowledge receipt, to be received at least three days before the match.

If you do not receive notification as above it is suggested that you contact the club to confirm arrangements. You should then advise the Referees' Administration Officer who, if appropriate, will raise a charge against the club.

If you receive notification from a Club about a fixture that you were initially appointed to but have been subsequently removed from or relinquished, you must immediately inform the Club who notified you and the Referees' Appointments Officer. This is critical to ensure that the fixture does not remain uncovered.

You are strongly advised to keep a record of your communications with individual Clubs, including dates, times and names of persons you conversed with.

## 5. Closed Dates

**At this level of football the League operates a "closed dates" system. Fundamentally this means that you are available to officiate on a football appointment unless you make yourself unavailable by "closing" the date.**

Dates may be closed for personal reasons or for the acceptance of other football appointments.

There are various times during the year that you will be required to close dates:

### **On Receipt of the Monthly Fixtures**

You should close dates for the following month at the time you acknowledge your monthly appointments. This information should go to the appropriate Referees' Appointments' Officer via e-mail.

### **Ad-hoc Dates**

Ad-hoc dates, including additional personal dates and football appointments outside those allocated in the monthly fixture list, should be closed by e-mail. When closing dates by e-mail ensure that you head the e-mail with the title "Closed Dates." These ad-hoc closed dates should be closed by direct communication with the Referees' Appointments Officer, must include the reason for closing the date, i.e. business, personal, injury or football.

## **Use of the National Postal Service**

Only use the postal service if there is a five-day gap between the date of posting and the date you are wishing to close. If these dates are less than five days apart it is recommended that you use e-mail or telephone.

It is not acceptable to use second-class postage stamps to send mail to the League. When communicating by post you are instructed to only use first-class stamps.

If a closed date falls within five days of the date concerned, whether it be personal or football, DO NOT rely on the national postal service to close the date. Under these circumstances the date must be closed by e-mail or by telephoning the Referees' Appointments Officer.

## **6. The Appointment Process**

The Thurlow Nunn Football League starts with a complete season's fixture list prior to the commencement of the season. There will naturally be a number of amendments to that programme which will be made as the season progresses.

Fixtures will be allocated generally six weeks in advance and you will be advised by emails which are generated by the Full-Time system.

**On receipt of notification match officials must advise the appropriate Referees' Appointments Officer if accepting or declining the appointment. Failure to respond may result in the removal of the offer. The best way to confirm acceptance or otherwise of the appointment is to forward the email that came from Full-Time to Maurice Scrivener at [ammojo2004@yahoo.com](mailto:ammojo2004@yahoo.com) or Trevor Mitchell at [mitchetrev@aol.com](mailto:mitchetrev@aol.com), stating whether or not you can accept the appointment.**

For the above system to work it is essential that all closed dates are notified to the appropriate Referees' Appointments Officer, Maurice Scrivener or Trevor Mitchell (Lincs. and Peterborough clubs) as soon as they are known.

All appointments can be viewed on the Thurlow Nunn Youth League Full-Time website. To view this go to: <http://full-time.thefa.com/Index.do?league=129274165>, then click on Refs. If you want to see all your appointments go to Select Referees and you will find your name in the drop down menu. Please note that if you have not been given an appointment your name will not appear in the drop down list until you have so please do not think you are not registered with the League.

If a late call off is unavoidable the Referees' Appointments Officer must be notified as soon as possible.

The Referees' Appointments Officer and Referees' Administration Officer must be notified if you are on the promotion list.

The Referees' Appointments Officer must also be notified if you have any concerns, e.g. too many lines/middles, too many appointments to the same club, etc.

## 7. Relinquishing an Appointment

There will only be three occasions when you relinquish a Thurlow Nunn Youth League appointment:

- To accept another football appointment with higher priority within the Order of Precedence
- For personal or business reasons
- Due to injury or illness

If you receive a football appointment that takes precedence over a League appointment you must immediately communicate this fact to the Referees' Appointments Officer and request permission for your release. You must ensure that you receive acknowledgement of that request and confirmation of your agreed release.

It is your responsibility to honour any League appointment. However, it is accepted that there may be occasions, due to personal or business reasons, when you will be unable to fulfil an appointment. The release from an appointment under these circumstances will only be accepted for genuine and valid reasons. In such a case you must immediately contact the Referees' Appointments Officer.

If unfortunately you become ill or are injured you must contact the Referees' Appointments Officer immediately if it is likely that the illness or injury will prevent you from fulfilling a League appointment. When contacting the Referees' Appointments Officer be prepared to provide him with an estimated date of resumption of duties. The Thurlow Nunn League, in certain situations, may require you to provide authenticated documentary medical evidence of your injury or illness.

Once you have been released from an appointment it is your responsibility to personally contact all the other Match Officials on that fixture and inform them that you are no longer assigned to that game. In addition it is your responsibility to contact the home Club Secretary and inform him that you have been released from that appointment and will not be fulfilling it. You should advise the Secretary that he should contact the Referees' Appointments Officer to confirm the details of the replacement Match Official.

In a late call off situation it is acceptable for the appointed match official to find a replacement himself but the Referees' Appointments Officer must be notified of the change.

The League will maintain a list of withdrawals from appointments and may review the position of any Official on the List should a pattern of unsubstantiated withdrawal develop.

**If for any reason you have to call off a game within 24 hours of the kick off you MUST telephone the Referees' Appointments Officer and not reply on email.**

## **8. Team Sheets**

The Referee of Thurlow Nunn Youth League matches will be required to take part in the exchange of team sheets, with representatives of both Clubs, prior to the commencement of the game in accordance with the League Rules.

The team sheet is a multi-part, self-carbonating document which acts as team sheets for both Clubs and also has facilities for the marking of the Referee (by the Clubs), Assistant Referees (by the Referee) and will also accommodate details of Match Official expenses.

All Match Officials should make themselves conversant with the completion of the form. The Referee is responsible for ensuring that the form is forwarded to the League's Secretary, fully completed, with the match details, marks out of 10 for facilities, hospitality and sportsmanship, and marks out of 100 awarded to the two Assistant Referees, within three days.

## **9. Match Reports**

At the conclusion of every game the Referee will be required to complete a Referee Discipline Report. The reports are designed to ensure that clubs can react in a timely manner to any disciplinary action taken during the course of a game to ensure that the strict timescales imposed by Match Based Discipline are achieved. They are to be completed at the end of each game, and a copy handed to both the home and away Club Secretaries or their representative within fifteen minutes of the end of the game. Remember to include information about players being sent to the Sin Bin.

If for any reason the referee considers it inappropriate to take the forms to the teams at the end of the game then they should be emailed to the Club Secretary within 24 hours of the game ending.

It is important to remember that these reports do not replace the standard FA Caution and Misconduct Reports which referees are still required to complete in the normal manner.

All referees will be given a pad of reports. In addition they will be sent an electronic copy which can be emailed to the club if the referee considers it inappropriate to take the forms to the teams at the end of the game

## **10. Misconduct Reports**

Match Officials should be aware that misconduct reports for matches played in the Pool need to be entered on the Whole Game System. This can be done at:

<https://wholegame.thefa.com/Account/Login?ReturnUrl=%2f>

Assistant Referees are reminded that in the case of a sending off offence they must submit a misconduct report to the appropriate authority in the same manner.

## 11. Reports to League

The Match Referee in every Thurlow Nunn League game has a duty to report breaches of League rules or directives to the League. They must be documented on the Match Report form and the form must be forwarded to the League's Secretary.

If a Referee reports a Club for a breach of League rules or directives he or she must inform a responsible member of the Club that the breach will be reported and include it on the Match Report form.

## 12. Match Fees

Match Officials appointed by the League will be entitled to the following match fees and expenses for League and Cup games:

Referee:	£25
Assistant Referee:	£18
Travel Expenses:	34p per mile

In the event of a match not being played because of circumstances over which the Club has no control the Match Official, if present, shall be entitled to half the fee plus travel expenses. Where a match is not played owing to one Club being in default, that Club shall be ordered to pay the officials, if they attend the ground, their full expenses.

The League also provides Match Official Expenses Cards (obtainable from the Referees' Administration Officer) and these should be completed and handed to the home club Secretary prior to kick-off.

## 13. Travel Arrangements

Every effort must be made to keep travelling expenses to a minimum and Match Officials have a part to play in that quest. The League operates a maximum distance that may be claimed by match officials, without the prior approval of the League to exceed this distance. The total mileage that may be claimed by all three officials is 80 miles unless agreed with the Appointment Officer prior to the game.

When travelling by private car you must claim for the journey, **calculating the mileage by the shortest route from home to ground**. It is appreciated that, despite this instruction, you may still use another route which, although providing a quicker journey, is not necessarily the shortest. With the modern development of orbital motorway routes, especially around large conurbations, it is often easier to circumvent these areas rather than travel through them. That is your choice but even in these cases it is imperative that the shortest journey is claimed.

It is expected that "joint travelling" will take place unless otherwise agreed with the appropriate Appointment Officer.

You should be aware that joint travelling arrangements are not always designed on a "pick up on the way" basis. There may be occasions where all three Officials are **expected** to meet at a mutually agreed point and then all travel together. In these

cases each individual Official is entitled to claim for the short journey to the meeting point.

When making arrangements for joint travel every Match Official has an individual responsibility to ensure that the arrangements are made in good time ahead of the match day. It is not acceptable to leave the making of arrangements until the day before the game. If, when making arrangements, it transpires that there has been a replacement to any of the Officials the remaining Match Official(s) must contact the Referees' Appointments Officer to establish the replacement.

If a Match Official travels to a game by public transport that Official may claim the appropriate second-class rail fare or any costs incurred by using bus or taxi. In all cases of public transport being used a receipt must be requested and, where provided, must be submitted with the Official's expenses claim card.

The use of a taxi must be agreed with the Appointments' Officer prior to travelling to the game.

Prior to the commencement of the season each Official will be issued with expenses cards to be used for claiming expenses for each game. A completed expenses card must be submitted to the Home Club Secretary prior to the match and should be supported with the necessary receipts, where appropriate. These cards will be retained by individual Clubs and the League reserves the right to inspect them from time-to-time to check the claims submitted by Match Officials.

#### **14. Postponement of Matches**

Where a Match Official is requested to inspect a field of play to determine its suitability for play the Home Club must produce a "Certificate of Match Postponement" to be completed and signed by the Match Official. The Home Club must then submit the Certificate to the League's Secretary.

When the regional weather conditions are known to be extreme, e.g. prolonged severe frost or heavy snow, then the game can be postponed at the discretion of the home club after consultation with the Secretary.

Under such circumstances the earliest the decision can be made is the day prior to the scheduled date of the game whilst the latest is one hour prior to the time the visiting team are scheduled to commence their journey.

**In all other circumstances a referee should be called in to make a decision in the following order of availability:**

1. The match referee (subject to time and travelling distance).
2. Another more local referee who must not be connected with either club. Prior to reaching his decision the referee who is making the inspection should consider the following:
  - i) Consultation on the telephone with the match referee prior to the inspection.
  - ii) Consultation on the telephone with the match referee after the inspection to mutually agree on a decision prior to notifying the home club.

- iii) The existing condition of the playing surface in conjunction with the prevailing weather conditions as previously confirmed with the local weather authority.
- iv) The views of the home club groundsman in terms of local knowledge and draining capabilities.
- v) The manpower available to the home club to carry out any necessary work to make the ground playable.
- vi) The time the visiting club are due to commence their journey.
- vii) Whether or not the ground is dangerous, e.g. frost is dangerous but water is not.
- viii) Whether or not conditions are, or could turn, farcical, e.g. excessive water on the pitch combined with a forecast of continued rain.
- ix) In the event of fog check with the local weather authority re possible clearance, also bearing in mind the visitors' travel arrangements if the fog is known to be widespread.

If a decision is still in the balance after considering the above then also consider: the time, distance and cost of the visiting team's travel

If, after consultation with the match referee, the ground has been declared fit and the clubs instructed to travel, then only in exceptional circumstances should the match referee reverse this decision.

If an early inspection has not been carried out and the match referee arrives at the ground to find the playing conditions in doubt due to an unexpected deterioration in the weather he should first consider all of the above points before committing himself to a decision, e.g. whether or not either or both of the teams wish to play.

If fog is the problem then the match referee should also consider whether or not the paying spectator will be able to view the whole of the game. Please consult with the two clubs under such circumstances.

Remember – there are far less problems with a postponed game if the visitors have not travelled.

Payment of Referee – if a local referee is called in to inspect a pitch he will not be paid a fee, although travelling expenses will be paid when actually incurred.

Should the match referee attend to inspect the pitch half the fee and travelling expenses will be paid if the game is postponed. If the game is played the normal fee and expenses shall be paid, although additional travelling expenses should be paid to the referee if incurred.

Notification of postponement – upon reaching a decision to postpone the game the home club must immediately inform the following:

- i) The League Referee Secretary, Fixtures Secretary and Webmaster
- ii) Away team

iii) Match officials

## **15. Preparation on Match Day**

It is appreciated that at this level of football many Match Officials will have full-time occupations and that on occasions it may not be possible not to be working on the day of a match, especially midweek games. However, to ensure the most professional preparation possible Match Officials should attempt to minimise the disruption to their pre-match planning.

## **16. Dress Code**

In order to present a professional image to Clubs a certain standard of dress is expected of Match Officials at this level. All male Match Officials should wear shirt and tie, or the FA Referees' casual wear. Female Match Officials can wear either trousers or skirt

Match Officials must wear uniforms comprising plain black shirts with white collars and black shorts. Socks must be black with a white top. Alternatively a uniform comprising a black shirt with black collar and black shorts may be worn, but in this case socks must be all black with no coloured tops.

A Match Official's tie is available for purchase from the Referees' Administration Officer.

## **17. Travelling to the Ground**

All Match Officials should ensure that they have allowed sufficient time to travel to the ground and be there at least one hour prior to kick-off. They should be in possession of a map showing the location of the ground, if available, and have a planned route to the ground if they have not previously visited it. Route planner software programmes can be purchased or can be found on several motoring websites, via the Internet or via one of the motoring organisations. Alternatively "Sat Nav" should be utilised if available.

As the amount of traffic on the roads increases the possibility of delay also increases. Prior to travelling Match Officials should make every effort to identify delays caused by roadworks or incidents. Again these can be found on the Internet, Teletext or Sat Nav where long term roadworks or other reasons for delay are often documented. In winter months it would also be advisable to check the weather forecast in case of inclement weather that would affect driving conditions.

It is inevitable that on occasions Match Officials will be delayed travelling to grounds. It would be wise to be in possession of a mobile telephone in case of emergencies. You should always have to hand the contact telephone numbers of the other Match Officials (if travelling alone), the Home Club Secretary, the ground you are travelling to and the Officers of the League. If you are delayed in any way and anticipate arriving late, ensure that your match colleagues and the Home Club Secretary are apprised of your progress.

## 18. Arriving at the Ground

Upon arrival at the ground it is your responsibility to seek out and confirm your arrival with the Home Club Secretary or person responsible for liaising with the Match Officials.

## 19. Reporting of Late Arrival

On all League matches you must arrive at least one hour prior to the scheduled kick-off time. If an Assistant Referee arrives later than the stipulated time he must submit, in writing, a report to the Referees' Appointments Officer explaining the reason for his late arrival and the time of arrival. In addition the match Referee must also report this fact to the League. Where a Referee arrives late for a match he must provide a written report to the League explaining the circumstances. This report must be made immediately after the match.

## 20. Non-Appearance of a Match Official

The Thurlow Nunn League has agreed with all its Clubs that in the event of a non-appearance of a Match Official both Clubs **MUST** agree to a replacement Official. This ensures that a match will go ahead as scheduled despite the non-appearance of a Match Official.

If a Match Official fails to arrive at a ground at the stipulated time (at least one hour prior to the scheduled kick off) the other Officials at the ground should attempt to make contact with the missing Official, firstly by mobile telephone and then by telephone, to the home address. If no contact is made by making these enquiries the Officials at the ground should then contact the Home Club Secretary and confirm that the missing Official has (a) been contacted by the Home Club and (b) whether he has acknowledged that contact.

If both (a) and (b) are affirmative the Officials present should then ring the Referees' Appointments Officer and inform him of the situation. The Referees' Appointments Officer will attempt to arrange a replacement Referee or Assistant Referee, dependent on the status of the missing Official. Contact with the Referees' Appointments Officer should be carried out at the earliest opportunity to give the maximum opportunity to identify a replacement.

If the missing Official is a Referee and the only replacement that can be arranged is an Assistant Referee then the senior Assistant Referee for that match will take the place of the Referee. "Seniority" for these purposes will be determined by the length of service as a Level 5 Referee, then length of service as a Level 6 or 7 Referee and finally by total length of service as a Referee.

If the Appointments' Officer can provide no replacement the Home Club should be asked to make enquiries, possibly by a crowd announcement, to establish a suitable replacement. When a suitable replacement is found he should be afforded the role and responsibility of an Assistant Referee throughout the time he is carrying out that function. The Home Club may choose to offer financial recompense to such a replacement at their discretion.

After the game the match Referee should submit a report to the Referees' Appointments Officer, outlining the details. If a person other than a Thurlow Nunn League Match Official acted as an Assistant Referee the report should contain the name and address of the individual.

## **21. Team Colours**

You should make yourself aware of any potential clash of team colours at the earliest opportunity. Match Officials are reminded that they do not have the authority to deviate from the black uniform. Law requires the Goalkeeper to wear colours that distinguish him from the other players and the Referee and Assistant Referees.

## **22. Guests at Thurlow Nunn League Matches**

The Thurlow Nunn League does not discourage the taking of guests to League matches. However, there are certain stipulations that Match Officials must take into consideration if they decide to take guests to a game:

- There should be no assumption that guests of Match Officials will receive unpaid entry into a ground, or any preferential treatment in respect of hospitality.
- Any such concession must be at the instigation of the Club.
- Once at the ground the Match Official's primary responsibility is to prepare for the match and they should at that point part company with their guests.
- Under no circumstances should guests accompany Match Officials onto the field of play.
- Guests should never be taken to a League game wearing anything that indicates allegiance to one of the participating Clubs.
- No unaccompanied children should be taken to League matches.

## **23. The Dressing Room**

The overall control and management of the dressing room is the remit of the match Referee, and the other Officials should take their lead from the Referee.

Security of the dressing room whilst it is unoccupied is the responsibility of the Home Club and they must ensure it is locked and secure when the Officials are not present in it. In the event of anything being stolen from the dressing room or items being damaged within it the Police need to be informed immediately and the matter reported to the Home Club Secretary and the League. It is advised that you should not take anything of value to a match. If, for whatever reason, you have taken items of value with you to a match you are strongly advised not to take them into the dressing room.

## **24. Injury or Illness during the Match**

If the match Referee is injured or taken ill during the game then the senior Assistant Referee for that match will take the place of the Referee. "Seniority" for these

purposes will be determined by the length of service as a Level 5 Referee, then length of service as a Level 6 or 7 Referee, and finally by total length of service as a Referee. If an Assistant Referee is injured or is taken ill during the game, both Clubs **must** agree on a replacement and the Match Officials should assist in every way in finding a replacement.

After the game the match Referee should submit a report to the Referees' Appointments Officer, outlining the details. If a person other than a Thurlow Nunn League Match Official acted as an Assistant Referee, the report should contain his name and address.

## **25. Warming Up and Warming Down**

The Football Association encourages Match Officials to warm up before and warm down after a match.

Match Officials should be cognisant of their other responsibilities when arranging warm up and warm down times, such as the exchange of team sheets.

When arranging a warm down at the end of a match the Referee must take note of any issue during the match which might adversely affect the warm down and should make every effort to minimise the possibility of confrontation. This may include taking the decision not to participate in a structured warm down.

## **26. Post Match Hospitality**

At this level of football the League has provision in the League rules to cater for some form of post match hospitality. This may vary from the provision of refreshments after the game to a formal invitation to attend the Home Club's boardroom/guest room.

If Match Officials are invited to join Club officials for post match hospitality they must be aware of the potential for confrontation if they become involved in discussion regarding contentious incidents from the match. Acceptance of any invitation must be by agreement. Match Officials are not expected to accept or join club officials in hospitality on an individual basis.

If you know prior to the game that you will not be able to partake in post match hospitality you are asked to advise the home club Secretary prior to the day of the game.

## **27. Safeguarding Children**

The Thurlow Nunn Eastern Counties Youth League acknowledges its responsibility to safeguard the welfare of every child and young person who has been entrusted to its care and is committed to working to provide a safe environment for all members. A child or young person is anyone under the age of eighteen engaged in any Youth League football activity. We subscribe to The Football Association's Safeguarding Children – Policy and Procedures, and endorse and adopt the Policy Statement contained in that document.

It is therefore important to remember

- A match official who is seventeen years or younger should never be in a changing room alone with an adult (male or female) official.
- A match official who is seventeen years or younger should never be the lone passenger in an adult official's (male or female) vehicle. Likewise if they are the driver they should never be alone with one passenger.
- Any criticism of a match official who is seventeen years old or younger should be constructive, age appropriate, and should not be delivered in a way that could be construed as emotionally abusive.

## 28. Performance Measurement

### 28.1 Referees

The Referee's performance will be measured in every Thurlow Nunn League match. Each Club will be required to mark the Referee out of one hundred marks. These marks will form the basis of performance measurement for the Annual Review of Performance.

Each Club will receive a written guide on the marking of Referees and will be asked to follow specific guidelines that include overall match control, co-operation with Assistants, communication with players and club officials, and appearance and personality.

Mark	Comment
<b>91-100</b>	This standard of performance will reflect complete confidence in the accuracy of decision-making with the application of management and communication skills that create an environment of fair play and add real value to the game.
<b>81-90</b>	This standard of performance will reflect confidence in the level of accuracy in decision-making with management and communication skills that enable fair play.
<b>80</b>	THIS IS THE STANDARD OF PERFORMANCE WE EXPECT FROM REFEREES AT THIS LEVEL. It reflects a confident approach to the decision-making process with accuracy in the vast majority of those decisions. There will be empathy with the players and a positive contribution towards fair play.
<b>71-79</b>	This standard of performance reflects a reasonable level of accuracy achieved in the decision-making process, and some empathy with players that enabled a degree of fair play.
<b>61-70</b>	This standard of performance reflects some shortcomings in the level of accuracy achieved in the decision-making process, and little empathy with players to enable fair play.
<b>60 and below</b>	This standard of performance reflects shortcomings in the level of accuracy achieved in the decision-making process, and further shortcomings in the empathy with players to enable fair play.

Where a Club marks a Referee below 60 the Club is required to submit a letter to the League, substantiating their judgement. All marks awarded to Referees by Clubs will constitute the compilation of a Merit Table.

## 28.2 Assistant Referees

The Referee will mark Assistant Referees on every League match. The mark will be out of 100 and will be recorded on the Referee's copy of the team sheet. The range of marks will be as follows:

Mark	Comment
81-100	<p>This standard of performance will reflect a positive pre and post match attitude. Attention to the referee's team briefing and appropriate involvement in any post match discussion relating to the performance conducted by the referee or, where appointed, the assessor. Fully alert, appropriate for all incidents and eventualities. Full and confident performance of the duties expected, providing a high level of support, judging the referee's involvement accurately and providing assistance accordingly. Clear, accurate and well timed signals with a positive response to the referee's signals and gestures. A high level in the accuracy of offside judgements, both active and passive, with clear evaluation of all factors taken. Appropriate and confident interaction with players, control of substitutes and, where appropriate, effective sensible management of the occupants of the technical area. Involvement in creating an environment of fair play and adding real value to the overall control of the game.</p>
80	<p>A performance which reflects a positive pre and post match attitude. Attention to the referee's team briefing and appropriate involvement in any post match discussion relating to the performance conducted by the referee or, where appointed, the assessor. Alert for incidents and eventualities. Confident performance of the duties expected, providing support, judging the referee's involvement and providing assistance accordingly. Clear, accurate and well-timed signalling, responding to the referee's signals and gestures. Evaluation of all factors in respect of offside judgements, both active and passive, before offering accurate advice. Interaction with players when appropriate. Effective management of the occupants of the technical area and control of substitutes.</p> <p>This is the minimum standard expected of assistant referees operating on the Thurlow Nunn Football League.</p>
61-80	<p>A performance which reflects a shortcoming in one or more of the minimum expected standards outlined above. This may be reflected by the mark range depending upon the number of areas for consideration. Referees should bring to the attention of assistants any shortcomings in their performance that drop below the minimum standard at the post match debrief.</p>

If a Referee awards a mark of below 60 in respect of an Assistant Referee's performance he must submit a written report to the Registrations and Records Officer. All marks awarded to Assistant Referees by Referees will constitute the compilation of a Merit Table.

### **29. Performance Warning Letters**

The Thurlow Nunn League will regularly review the Merit Table for both Referees and Assistant Referees. If it is identified that a Referee or Assistant Referee is under-performing the Official may receive a performance warning letter from the League. Once an Official receives such a letter he or she will be expected to show a substantial improvement during the remainder of the season.

### **30. League Documents**

All match officials should make themselves aware of the various league documents which include:

- Postponement of matches
- Breach of Rules & Directives
- Standardised Rules
- Cup Competition Rules
- Law Changes
- Mental Health Awareness in Sport

These can be found at <https://thurlownunnleague.com>.

### **31. Return Substitutions (Rolling Subs)**

For Youth League Competitions return substitutions can be used in accordance with the Laws of the Game (Law 3).

# APPENDIX No 1

## RULES OF THE EASTERN COUNTIES LEAGUE YOUTH CUP COMPETITION

1. **Name of Competition** - The Competition shall be called the EASTERN COUNTIES LEAGUE YOUTH CUP COMPETITION and shall be confined to Clubs in membership of the EASTERN COUNTIES YOUTH FOOTBALL LEAGUE.
2. **Control of the Competition** - The entire management and control of the Competition shall be vested in the Management Committee of the EASTERN COUNTIES FOOTBALL LEAGUE who shall conduct it in accordance with the Rules, Bye-Laws and Regulations of the Football Association. So far as applicable the Rules governing the Eastern Counties Football League shall apply to this competition. The Committee shall have power to deal with any matter for which no specific provision is made in these Rules under the Rules of the League.
3. **Organisation of the Competition** - The Competition shall be conducted on the 'knock-out' principle. Clubs shall be drawn in couples. All Preliminary, First and Second Round matches may, at the discretion of the Management Committee, be drawn on a geographical basis. The first drawn of each couple shall have choice of ground in all rounds up to the Final. The winner of each tie shall go forward to the next round.
4. **Match Days** – For all rounds up to and including the Semi-Finals match days will be in accordance with League Rule 8.25. The Final shall be played on a neutral ground and a date as determined by the Management Committee.
5. **Club Colours** - For all rounds up to and including the Semi-Final, Rule 7 of the Eastern Counties League shall apply. If, however, the two teams reaching the Final have similar colours both shall be required to wear their registered change colours. In the event of these being similar, the choice of which Club may wear their first choice registered colours shall be decided by the toss of a coin, to be undertaken by the Secretary of the League in the presence of a second neutral person.
6. **Eligibility of Players** - All Players eligible to play in the League shall be eligible to play in this Competition but no Player shall be eligible to play for more than one Club in any one season.
7. **Substitute Players** – Substitute Players will be used in accordance with League Rule 6.8, i.e. up to five substitutes and repeat substitutions can be used provided the player has not been sent from the field of play.
8. **Duration of Game** – Each match will consist of two halves of forty-five minutes and, if necessary to obtain a decisive result, the game will be decided by the taking of penalties in accordance with the International Football Association Board procedure.

If ninety minutes in any tie has been completed with the scores level and through no fault of either side the taking of penalties is not possible or the game is abandoned, the tie shall be replayed on the ground of the Club not having choice of ground in the

first instance. If any tie is abandoned before the completion of ninety minutes and the abandonment is due to or contributed to by one of the competing Clubs, the tie shall be played in full on the ground of the non-offending Club.

9. **Ineligible Players** - Any Club playing an ineligible Player will be struck out of the Competition and the tie shall be awarded to their opponents. The defaulting Club shall be liable to a fine not exceeding £100.
10. **Finances** - In all rounds up to the Final, after match expenses have been paid the profit or loss shall be equally shared between the competing Clubs. In the Final all profits shall be paid to the League. Settlement must be made not later than fourteen days following the date of the tie. All matches in the competition shall be "All Pay."

Expenses chargeable shall be those incurred for police, referees, assistant referees, gatemen, floodlighting expenses not exceeding £50, and travelling expenses actually incurred which must not exceed £2.50 per coach mile. The travelling expenses for visiting Clubs are to be calculated on a direct route from the Club's headquarters, with the total mileage being agreed between both Clubs prior to the first match. The mileage rate is both ways. When travelling by rail the cost of twenty standard class rail fares at the cheapest available rate may be claimed.

The Management Committee may at its discretion make a grant to the Clubs competing in the Final.

11. **Mementoes** - The League shall provide 18 mementoes each to the winners and the runners up of the Final. No additional trophies will be available for purchase.
12. **Agreement to be signed** – When the winning Club has been ascertained, and prior to the Cup being handed to the representatives of the winning Club, the following agreement must have been signed by three persons whose names shall have previously been submitted to, and approved, by the Committee:

*We AB, CD, and EF, members of and representing the ..... Club, which has now been declared to have won the possession of the EASTERN COUNTIES FOOTBALL LEAGUE YOUTH CUP, and the same having been delivered to us by the said League, do hereby on behalf of the said Club jointly and severally promise to return the same to the Secretary of the League, for the time being, on or before the 1st day of March next in good order and condition and in accordance with the conditions of the Rules. Should the said Cup be destroyed or damaged by fire or any other cause, or lost whilst assigned to our possession, we do hereby further jointly and severally promise to refund to the said Eastern Counties Football League the amount of its present value or the cost of thorough repairs as may be determined by the said League.*

Any club failing to return the League Cup to the Secretary of the League shall be fined £50.